

CONSOLIDATED CITY OF INDIANAPOLIS
MARION COUNTY
EXECUTIVE ORDER NO. 4, 1993

WHEREAS, City government generally produces, stores, and uses a great many paper forms without any mechanism to oversee forms creation, to eliminate obsolete and redundant forms, or to control costs associated with forms storage and waste; and

WHEREAS, I, Mayor Stephen Goldsmith have declared as an objective of my administration that City government become more efficient and reduce costs; and

WHEREAS, in furtherance of that objective this Executive Order is issued to assist the officials, departments, offices, and agencies of City government in improving the management of their forms by standardizing or eliminating forms, by adopting "just in time" printing of forms, and by automating forms to the greatest extent possible.

NOW, THEREFORE, there is hereby established a Forms Management Project (Project).

Section 1. The Project objectives shall include:

- a) Elimination of 50% of the City government's currently existing forms within one year.
- b) Identification and standardized numbering of City government's currently existing forms.
- c) Conversion of 95% of currently existing forms to "print-on-demand" inventory within one year.
- d) Achievement of substantial cost savings of at least \$50,000.00 within the first year of the Project.

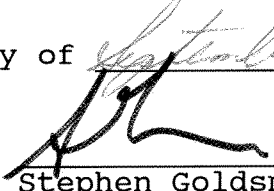
Section 2. Pitney Bowes Management Services, Inc., (Pitney Bowes) will serve as the Project's coordinator and provide forms management services to officials, departments, offices and agencies of City government.

Section 3. Pitney Bowes will consult with the City's Red Tape Committee on forms management policy matters and will report at least quarterly to the Committee on its activities and the savings achieved.

Section 4. All City executive officials, departments, offices and agencies shall cooperate with the Project by working with Pitney Bowes and the Red Tape Committee to assess their need for all existing forms and when developing new forms.

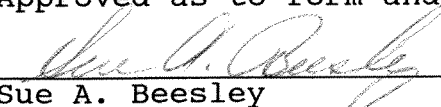
Section 5. This Executive Order shall become effective immediately.

Dated this 1st day of September, 1993



Stephen Goldsmith, Mayor

Approved as to form and legality:



Sue A. Beesley
Corporation Counsel